

Commercial Aid - Acquire real hands-on experience on commercial work!



Project Title	Commercial Aid - Acquire real hands-on experience on commercial work!
Project Summary	Be a part of the Commercial Unit of the Economic and Commercial Section!! Support Partner Post Quito in developing a much needed client database. Collaborate with trade show registrations for the International Buyer's Program. Help record export success stories.
Country	Ecuador
Agency	Department of State
DoS Office	WHA
Post	QUITO
Section	ECON
Number of Interns	1

Project Description

Partner Post Quito is part of the Economic and Commercial Section of the U.S. Embassy in Quito. We perform commercial work just like any other foreign commercial office in the world. Our office is small (one American officer and two local staff) and we could use some extra help for commercial activities.

The main project for our "Commercial Aid" will be to develop a client database by industry collecting all the data we have in our files and business cards. Excel and internet research abilities are a plus. At the end of the project, this great contribution will result in a database where we can easily find clients' records in an organized fashion.

Secondary projects of our "Commercial Aid" will feature support in registering delegates to different trade shows in the U.S. Partner Post Quito has a yearly calendar and we continuously register participants from Ecuador to trade shows. This basically involves filling out client data into the internet and getting a confirmation number.

Desired Skills Interests

Skill _____

Database
Proofreading
Research
Storytelling
Communication Skills
Microsoft Excel
analytical and organized
Customer Service

Additional Information

Our Commercial Aid will work on ongoing projects (client database, trade show registration and export success stories drafting) with the two members of the Commercial Staff.

Language Requirements

Language	Speaking Proficiency	Reading Proficiency	Importance
Spanish	No practical proficiency	Minimum professional proficiency	Required